



## Burn Institute Guidelines for Third Party Fundraisers

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First and foremost, thank you for your interest in supporting the Burn Institute and our mission! We are honored that you have selected our organization as your event's beneficiary. Your support will help us continue our work providing fire and burn prevention education to our community and supporting burn survivors and their families.

Below are guidelines the Burn Institute has set forth for Third Party Fundraisers:

1. The Burn Institute does not have the resources or staff to help plan your event.
2. The Burn Institute cannot assist in covering any costs associated with your event.
3. If you are interested in having a Burn Institute representative or volunteer attend your event, please let us know at least 2 weeks in advance so we can check availability. We cannot guarantee attendance at third party fundraisers.
4. The Burn Institute will provide a reasonable number of brochures and materials. The Burn Institute reserves the right to decide what is reasonable.
5. You may use the Burn Institute's logo and/or marks for this one-time event only. The Burn Institute MUST approve the use of such branding materials in advance. Additionally, all print or broadcast materials referencing the Burn Institute as a recipient of funds must first be approved by Cody Nelson, Director of Marketing and Events. (858-541-2277 ext. 114; [cnelson@burninstitute.org](mailto:cnelson@burninstitute.org)) All provided logos and/or marks can no longer be used 10 days after the event has concluded.
6. Sponsors and individuals attending your event cannot receive a tax write off unless their checks are made out specifically to the Burn Institute. Auction items, or in-kind donations cannot be used as a tax write off. If you have any further tax information questions please contact a tax professional.
7. All provided printed materials not given to attendees of the event must be returned to the Burn Institute within one week after the event has concluded.
8. The Burn Institute's portion of the proceeds must be received no later than 60 days after the event has concluded. If for any reason 60 days is not sufficient time please contact Cody Nelson, Director of Marketing and Events, at least 10 days prior to the expiration of the 60 days to discuss the issues and to request an extension.
9. The Burn Institute's tax exemption status cannot be used in conjunction with your event.
10. Depending on the circumstances of your event, additional liability insurance may be required. Burn Institute's Director of Operations reserves the right to decide if additional insurance coverage is needed.

If you have any additional questions or concerns please do not hesitate to contact  
Cody Nelson, Director of Marketing and, at: 858-541-2277 ext. 114,  
or [cnelson@burninstitute.org](mailto:cnelson@burninstitute.org)

**Thank you for your support!!**



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Guidelines for Third Party Fundraisers

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**Contact Information:**

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Event Information (if applicable):**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Portion of Proceeds to Benefit the Burn Institute: \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Thank you for your support!!**